

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Medical Laboratory Technician / Trainee - Histology</b>		
	<b>DIRECTORATE</b>	Hospital	<b>DEPARTMENT</b>	Histology
	<b>REPORTING TO (operationally)</b>	Laboratory Manager	<b>REPORTING TO (professionally)</b>	HOD Histology
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role is based in Histology Laboratory in Health New Zealand   Te Whatu Ora, Te Matau a Māui Hawke’s Bay. Staff reporting - 0 Direct - 0 Indirect			
<b>PURPOSE OF THE POSITION</b>	To provide technical assistance in the Histology Laboratory  To follow the policies of the Laboratory as detailed in the Quality Manual			
<b>KEY DELIVERABLES</b>	<p><b><u>Clinical/Technical Practice</u></b></p> <ul style="list-style-type: none"> <li>▪ Carry out tests/procedures for laboratory specimens in accordance with validated methods, code of ethics and department protocols and Laboratory Quality Manual.</li> <li>▪ To assist technical / management team in all aspects of the operations to achieve departmental &amp; laboratory goals’</li> </ul> <p><b><u>Organisation and Management:</u></b></p> <ul style="list-style-type: none"> <li>▪ Co-ordinate and use resources (time, workload, equipment, supplies and support staff) to achieve optimum efficiency and effectiveness for laboratory services.</li> <li>▪ Workload is prioritised to ensure required timeframes are met.</li> <li>▪ Equipment is used and maintained to ensure continued optimum usage with problems and breakdowns identified and resolved.</li> <li>▪ Supplies are maintained according to department requirements</li> </ul> <p><b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>▪ To communicate, consult, and co-ordinate appropriately to ensure that a quality service is delivered and maintain good public relations for the Laboratory</li> <li>▪ Phone or face to face queries need to be handled professionally and given the appropriate prioritisation and solved.</li> <li>▪ Accurate, timely and relevant advice and/or reports are provided to the laboratory manager</li> </ul> <p><b><u>Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>▪ Active participation in teaching/training staff members and for personal development to ensure commitment to continuing development of the laboratory service and the Medical laboratory profession.</li> <li>▪ Able to teach/coach less experienced staff</li> <li>▪ Complete CPD requirements for annual APC renewal</li> </ul> <p><b><u>Professional Standards</u></b></p> <ul style="list-style-type: none"> <li>▪ To meet Health NZ Hawke’s Bay’s standards (i.e. Legislative, Professional, Contractual, Ethical and Organisation) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge.</li> </ul>			
<b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>	Health NZ – Hawke’s Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			

<b>KEY WORKING RELATIONSHIPS</b>	<p style="text-align: center;"><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Laboratory Manager</li> <li>▪ HOD Histology Laboratory</li> <li>▪ Anatomical Pathologists</li> <li>▪ Clinical Director</li> <li>▪ Hawke’s Bay Hospital Laboratory Staff</li> <li>▪ Laboratory Health, Safety &amp; Quality Manager</li> <li>▪ Hawke’s Bay Hospital Laboratory HODs</li> <li>▪ Other hospital staff</li> </ul>	<p style="text-align: center;"><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Patients and Caregivers</li> <li>▪ Clinicians</li> <li>▪ Nursing Staff</li> <li>▪ Other Hospital Staff</li> <li>▪ GPs</li> </ul>
<b>DELEGATION AND DECISION</b>	<p>A trainee technician works under the supervision of a registered medical laboratory scientist or medical laboratory technician.</p> <p>A registered technician works under the direction of a registered medical laboratory scientist or delegate</p>	
<b>HOURS OF WORK</b>	80 hours per fortnight	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	Allied, Public Health & Technical Workers MECA according to qualifications and experience (Step 1 to Step 4)	
<b>DATE</b>	February 2024	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	Nil	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>▪ Carry out tests/procedures for laboratory specimens in accordance with validated methods, code of ethics and department protocols and Laboratory Quality Manual.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Registration with the Medical Sciences Council of New Zealand

### Experience

- Proven medical laboratory experience is preferable, but training will be offered to the right candidate
- Highly developed communication skills.
- Ability to learn and follow protocols and guidelines precisely.

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Keen interest in science

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role:

Health NZ - Hawke's Bay is a fair and equitable employer. As per Health NZ - Hawke's Bay commitment to the National Disability Strategy it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations

## DESIRABLE CRITERIA

### Experience

- Proven medical laboratory experience
- Computer and data entry experience
- Knowledge of the political, legislative or other external influences affecting the health sector



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.